Article 23: Continuing Academic Appointments

General
23.1 “Continuing Academic Appointments” refers to all tenured, tenure track or continuing positions of Instructor, Assistant Professor, Associate Professor, Professor, Laboratory Instructor, Lecturer, Senior Lecturer, or University Lecturer.
23.2 The parties agree that the goal in hiring should be to identify and recruit the best possible candidates for each academic appointment.
23.3 While all qualified candidates will be considered, in accordance with Canadian Immigration requirements, Canadian citizens and permanent residents will be given priority in hiring.

Candidates for Higher Degrees at Simon Fraser University
23.4 A person who is a candidate for a degree at Simon Fraser University may not be appointed to a Continuing Academic Appointment until the degree requirements have been fulfilled. In exceptional cases, the Vice-President, Academic may, at their sole discretion, grant an exemption to this rule after consultation with the Dean, Graduate Studies.

Advertising Academic Positions
23.5 All searches for Continuing Academic Positions will be advertised on the Vice-President, Academic website. Except as allowed in Article 23.6, notices of all positions in these categories will be circulated to Canadian universities, and be advertised for a minimum of 33 days in relevant publications including Universities Canada’s University Affairs and the CAUT Bulletin (print and/or online) to ensure broad exposure of the vacancy.
23.5.x All searches should include an active search for candidates from designated groups (as defined in Article 13.2: Employment Equity). Such procedures may include advertising positions through a selection of professional associations, equity group associations, and publications targeted towards academics in designated groups.

Non-Advertised Positions
23.6 In exceptional circumstances, a department may seek permission to proceed other than by way of an advertised search. A written request for an exemption must be submitted to the Dean, along with a detailed recruitment plan for the position. If a candidate has already been identified, the candidate’s curriculum vita should accompany the request. If the Dean supports the request, they should forward it to the Vice-President, Academic. The Vice-President, Academic will notify the department, the Dean and the Association of the final decision in writing prior to the commencement of the search.

Search Committee
23.7 The Search Committee is responsible for carrying out the hiring process within their program or academic unit.
23.8 The Department Chair will submit the structure of the proposed Search Committee to the Dean for approval prior to establishing the Search Committee.
23.9 Members of the bargaining unit will constitute the majority of the committee.
23.10 Representation of women and other equity-seeking groups will be a factor in determining membership of the committee and in all cases committees must demonstrate gender diversity, as well as include members of at least two ranks.

23.10.x Persons chosen to serve on search committees may only carry out such duties after successfully completing, within the last five years, a program of training that covers the principles, objectives, best practices, rules and institutional expectations with respect to equity, diversity and inclusion. Training program draft material will be provided to the Association for consultation prior to use.

23.10.x.2 Faculties may develop supplementary training material independently so long as it is consistent with the University material.

23.11 The Chair of the Department will chair the committee unless the Dean approves an alternate arrangement. The Chair is a voting member of the committee.

23.12 The parties acknowledge that there is variation in recruitment and hiring practices among academic units. While units may agree on other specific requirements for input at particular stages of the process, the following principles apply to all:

23.12.1 The search process will be open and transparent.

23.12.2 Members of the unit will be kept informed of the progress of the search by the Search Committee.

23.12.3 The Search Committee will seek input from Members of the unit on all shortlisted candidates.

23.12.4 The Search Committee will provide a rationale for any short list of potential candidates that does not include members of designated groups to the Dean for approval.

23.12.5 The Search Committee will not make a formal recommendation for appointment to the Dean without the demonstrated support of the unit.

Appointment

23.13 There is no commitment to a candidate until they receive an appointment letter signed by the appropriate University Administrator.

23.14 The appointment letter will inform the appointee, in writing, of the terms and conditions of their appointment, including rank, salary (including any salary enhancements, their duration and arrangements following their expiry), duration of appointment, nature of services expected, any additional resources committed to the position, and, where applicable, length of time before consideration for contract renewal or tenure.

23.15 No contract exists until the candidate has signed and returned a copy of the letter or form conveying that offer, or in the case of the appointment of a non-Canadian, until they have obtained the necessary documents which will allow them to take up the appointment.

23.16 A copy of the appointment letter signed by the candidate will be sent to the Association.

23.xx Normally a continuing appointment will begin at least six weeks prior to the start of a semester.

This article is agreed to by the parties on this 24th day of July, 2019.*

John O’Neil, for SFU

David Broun, for SFLFA